



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		COMPTROLLER GENERAL'S OFFICE Enforcement Division 232 State Capitol Atlanta, Georgia 30334	Application Number <b>80-275</b>	
Application Number			Date Received MAY 12 1980	Date Completed JUN - 6 1980
2. Person to Contact Mrs. Cathy Karr		Working Title Secretary, Principle	Telephone Number 656-2060	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest      Latest 1965      To Date		5. Records Series Title (followed by title used in office if different) ORDERS AND AMENDMENTS TO THE COMPTROLLER GENERAL'S RULES AND REGULATIONS FILE (DOCKET BOOKS)		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Enforcement Division prepares all drafts and final forms of new Chapters or Amendments to the Rules and Regulations of the Comptroller General's Office, which includes the Insurance Department, Safety Fire Department (State Fire Marshal's Office), and the Industrial Loan Department. This Division maintains Docket Books containing the originals of all Orders and Amendments to the Rules and Regulations for review by the public or private industry as required by the Administrative Procedure Act due to the fact that this Office is exempt from filing the contents of our Rules and Regulations for publication in the Official Compilation of the Rules and Regulations of the State of Georgia because of the bulk of the contents. This Office only files a Certification Page and Table of Contents.				
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: /maintaining the official copy of Rules and Regulations of the Comptroller General's Office, as required by the Administrative Procedure Act. Included are: <u>Docket Books containing</u> Original Orders and Amendments to the Rules and Regulations of the Comptroller General's Office.				
File is arranged:      Chronologically by Date Rule was Adopted, broken down into three Divisions. (See Example Attached.)				
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>15</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>5</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>Five (5) Legal Length Docket Books.</u>				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
<input checked="" type="checkbox"/>		a. Is this the official copy of the series? If not, where is it?
	<input checked="" type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
<input checked="" type="checkbox"/>		c. Is this a vital record?
<input checked="" type="checkbox"/>		d. Does this series have historical or long term research value?
	<input checked="" type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
<input checked="" type="checkbox"/>		f. Is the information contained in this series ever published? If yes, attach copy. <u>Synopsis, Rules and Regs. of State of Ga., as per Adminis. Procedure Act</u>
	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
<input checked="" type="checkbox"/>		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Room 232, Hearing Files used for promulgating said Rules.</u>
	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
	<input checked="" type="checkbox"/>	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>Indefinite</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

**Vital Records/ Historical Value, contain Rule Making Decisions.**

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 10 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) \_\_\_\_\_

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jimmie B. Harbade</i>	<i>5/5/80</i>	<i>Fred Anderson</i>	<i>5-6-80</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	<i>6-5-80</i>
State Auditor/Designee <i>[Signature]</i>		Secretary of State/Designee	<i>5-14-80</i>
Attorney General/Designee <i>[Signature]</i>			<i>6-5-80</i>